

# MONROE COUNTY

## JOB DESCRIPTION

**Position Title:** LIBRARY AIDE

**Date:** 01/14/98

**Position Level:** 2

**FLSA Status:** Nonexempt

**Class Code:** 2-4

### GENERAL DESCRIPTION

Sorts and shelves library materials accordant to standard library practices and procedures. Work is performed under general supervision of Head of Circulation.

### KEY RESPONSIBILITIES

1. \*Sorts and shelves library materials accordant to standard library practices and procedures
2. Assists at circulation counter as needed.
3. Performs routine clerical tasks assigned by supervisory personnel.
4. Assists with library programs and activities as needed.
5. Performs related work as required.

\* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

<b>Position Title:</b> LIBRARY AIDE	<b>Class Code:</b> 2-4	<b>Position Level:</b> 2
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<b>KEY JOB REQUIREMENTS</b>	
<i>Education:</i>	H.S. Diploma or GED preferred. Currently enrolled High School student would be considered.
<i>Experience:</i>	0 to 1 year.
<i>Impact of Actions:</i>	Decisions and impact are normally limited to position.
<i>Complexity:</i>	Routine: Work consists of routine tasks, processes, or operations. The incumbent selects and applies several clearly-prescribed, standard policies and procedures requiring little interpretation. Problems are solved by choosing between a few clear choices or discussing them with a supervisor.
<i>Decision Making:</i>	Routine: Work may occasionally involve non-standard assignments; however, the methodology is normally prescribed in detail by the immediate supervisor. There is limited opportunity for independent judgment.
<i>Communication with Others:</i>	Little or no contact required externally or internally except with immediate associates and the supervisor.
<i>Managerial Skills:</i>	Involves no responsibility or authority for the direction of others.
<i>Working Conditions/Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
<i>On Call Requirements:</i>	None. May require evenings and Saturdays.

<b>APPROVALS</b>		
<i>Department Head:</i>		
Name: _____	Signature: _____	Date: _____
<i>Division Director:</i>		
Name: _____	Signature: _____	Date: _____
<i>County Administrator:</i>		
Name: _____	Signature: _____	Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_